

Terms & Conditions

It is with much pleasure that we offer our services to you based on the following terms and conditions which have been designed to ensure your event runs smoothly.

1. Tentative Bookings

Tentative bookings will be held for a period of 14 days, after which time if we have received no response, the space will be automatically released.

2. Confirmation

A function is considered confirmed once we receive a deposit which will be advised at the time of booking. However, until we are in receipt of the signed Schonell Catering & Events Terms & Conditions, management reserves the right to cancel the booking and allocate the space to another client.

3. Room Hire

Room hire cost will be advised at the time of booking and is inclusive of a lectern and microphone for speeches where required. Additional labour or venue charges may apply if your event continues after the agreed completion time. Extended arrangements are under the discretion of Schonell Catering & Events at the time of the event.

4. Room Decorating

Decorating of the room can be undertaken by Schonell Catering & Events and cost will be advised upon application. Should you require to use the services of external decorators, please ensure that arrangements are coordinated with the Events Team to allow access to the premises for such purpose. We are unable to accept liability for any equipment provided by your external decorators.

5. Menu

We require confirmation of your menu and beverage selections 10 business days prior to the event, or as advised by our Events Team. Short notice bookings/requirements may be accommodated subject to availability.

Dietary Requirements - It is the responsibility of the client to inform Schonell Catering & Events of any guest dietary requirements including allergies before the event date. These details must be confirmed on the final event sheet and acknowledged by the client. Although every care is taken where notified, Schonell Catering & Events will not be held accountable for any requirements that we have not been informed of.

6. Prices and Surcharges

Catering prices are current at the time of quotation but may be subject to revision at management discretion to meet rising costs. Upon receipt of written confirmation and deposit, fixed prices will be confirmed in writing. For our buffet menus children aged between 5 and 12 are charged at half the adult rate, and children under the age of 5 do not attract a charge. All prices quoted include GST and a minimum spend on Food & Beverage is required for Wedding Receptions, please discuss with the Events Team.

Schonell Catering & Events are unable to service any functions on Public Holidays.

7. Final Attendance

A guaranteed number of guests attending the event is required 10 business days prior to the event. Charges will be based on the number of people attending the function or the guaranteed number whichever is the greater.

8. Payment

Catering, entertainment, equipment, estimated bar usage and other associated costs are to be paid 10 business days prior to your Event. Electronic funds transfer with a clear reference of the invoice number is our preferred method of payment. Final beverage (if cash bar) and other outstanding costs are to be paid at the conclusion of the function. Cash or credit cards are acceptable. All credit card payments above \$1000 will attract a 1% surcharge. Cheque payments at the conclusion of the function will only be accepted with prior notice. A credit card authorization form will be required to be filled out to be kept on file.



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9. Food & Beverage

Due to licensing laws, food and alcohol cannot be brought onto the premise. Celebration cakes are an exception. Instructions on storage, display and service of cakes are necessary and no liability is taken for celebration cakes brought onto the premises. All food not consumed with the exception of celebration cakes remains the property of Schonell Catering & Events.

10. Entertainment

Amplified entertainment is permitted inside our function rooms (Innes Room and Holt Room) until 11.30pm. Amplified music is not permitted on any of the verandahs. Any amplified music is subject to comply with noise restrictions.

11. No Smoking

In accordance with the State Government's anti-tobacco laws from 1st July 2006, smoking is not permitted indoors and outdoors where food and beverages can be provided, including the verandah areas. Should guests wish to smoke, they must move to the signed area which is outside of the licensed premises and where food and beverages are not served.

12. Client Responsibility

Damages - Clients are financially liable for any damage sustained to the venue caused by the actions of their guests, their outside contractors or any other persons attending the function.

Licensing Laws - As a part of Schonell Catering & Events duty of care to all patrons, we reserve the right to refuse service to intoxicated guests, those under 18 years, or those supplying alcohol to minors or intoxicated guests. Guests are expected to comply with the behavioral codes of Schonell Catering & Events and licensing laws, such as Responsible Service of Alcohol.

Insurance - It is the client's responsibility to take out insurance for all items belonging to them for the period those items are in the venue. Appropriate insurance cover should be made at the discretion of the booker.

Displays and Signage - No items are to be nailed, pinned, screwed, glued or otherwise attached to the walls of an area of the venues unless otherwise approved by the venue.

Compliance - Clients are responsible for the orderly behaviour of their guests. The venue reserves the right to intervene where it deems necessary.

13. Cancellations

Cancellations of function rooms by you must be advised in writing. If the event is cancelled six months prior to the Event date we will refund your deposit in full. Functions cancelled between three and six months prior to the Event date will be charged an administration fee of \$150. Functions cancelled less than three months prior to the Event will be charged an administration fee of \$500.

Cancellations of function rooms by us - **As we do not own the venues or grounds**, if for reasons beyond our control the function room is unavailable - we will either refund your deposit in full or provide an alternative venue - whichever you choose. In such circumstances we will not be liable for any expenses incurred by yourself as a result of the cancellation or change of venue.

14. Car Parking

Visitors on campus may park in areas designated for general parking (www.uq.edu.au/parking)



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15. How to Pay

Please quote your Event number when making any payments. The following options are available:

- **By cheque**
made payable to University of Qld Union
- **In person or by mail**
Level 4, Union complex, St Lucia Campus, University of Qld 4072
- **By credit card**
please phone 07 3377 2206
- **By direct deposit to our bank account**
Account name: University of Queensland Union
Bank/Branch: Commonwealth Bank St Lucia
BSB/Acc No: 064158 00050014

I declare that I have read and accept the above terms and conditions:

Name: _____

Name of Event: _____

Date of Event: _____

Event Number: _____

Signed & Dated: _____